



# Partial Pre-Payment Form

**Reverse Mortgage Servicing Department**  
Payment Processing, P.O. Box 40761, Lansing, MI 48901  
Overnight: 3900 Capital City Boulevard, Lansing, MI 48906  
Fax (866) 616-2160  
[www.reversedepartment.com](http://www.reversedepartment.com)

## Instructions

To make a pre-payment, please complete the information below. If viewing this form online, save to your computer and complete the form. Print out and send the completed form AND your pre-payment (check or money order), made payable to **Reverse Mortgage Servicing Department**, to an address listed above. If you prefer to send a wire, please use the wire instructions below.

**\*\*CYBERCRIME & WIRE FRAUD WARNING\*\*** *Email hacking with the intent to misdirect wired funds is a risk. Emailing wire instructions, or relying upon wiring instructions that have been emailed, is dangerous as email is not secure and wire instructions could be intercepted and altered. Always verify wiring instructions with the intended recipient prior to sending funds using a trusted phone number for the recipient.*

- Bank: Citibank, N.A.
- ABA#/Account #: ABA#021000089, Account Number: 6877864216
- Reference: Your Name, Your Loan Number

## Partial Pre-Payment Form

Amount enclosed for Pre-Payment: \_\_\_\_\_

Loan Number: \_\_\_\_\_

Borrower Name(s): \_\_\_\_\_

Property Address: \_\_\_\_\_

Best phone number to contact you: \_\_\_\_\_

**IMPORTANT:** Partial pre-payments can be made at any time and in any amount without any penalty; however, if payment is received in full, the loan and any line of credit (if applicable) will be permanently closed. If it is not your intention to close the loan and any line of credit, a positive unpaid loan balance must be maintained AND you must indicate with your prepayment that the loan is to remain open and not be paid in full and closed - include your intent with your check or in wire comments. If you are attempting to pay down the loan balance without closing the loan, the amount of your prepayment should be less than the Current Unpaid Balance shown on your most recent statement. If you wish to pay off the full balance of your loan, please contact us for a payoff statement.

*Provided your loan is not closed-ended, a partial pre-payment will cause the Net Principal Limit to increase by the same amount and will increase the available Line of Credit, if applicable.*

**How Pre-payments are Applied to your Loan:** Pre-payment funds are applied to the unpaid balance as explained in your Note. Generally, for a Home Equity Conversion Mortgage (HECM) Reverse Mortgage, funds are applied to the unpaid loan balance in the following order:

- To accrued mortgage insurance premium amounts (MIP) (including any initial MIP)
- To accrued monthly servicing fees (if applicable)
- To accrued interest, and then to principal

*If you make pre-payments of MIP and/or accrued interest to your loan in excess of \$600 in any given year, we will generate a Form 1098, which is a statement of interest and MIP paid. If you **do not** make pre-payments to the loan (you are not required to make pre-payments to the reverse mortgage), you will not receive a Form 1098.*

## Cell Phone & Email Consent

By providing my/our telephone phone number(s) and/or email address(es) below, I/we consent to be contacted via email, text message, voice call, or through an automated dialing system, or pre-recorded voice message by the Servicer or its authorized third party for informational and account service calls related to my/our account, but not for telemarketing or sales calls, at any telephone number, including my/our mobile telephone number, or email addresses(es) that I/we have provided. Message and data rates may apply. I/we understand that we may contact the Servicer at any time to change these preferences.

Borrower Cell Phone		Borrower Email Address	
Co-Borrower Cell Phone		Co-Borrower Email Address	